

*City of*  
**Maple Valley, Washington**

---

**POSITION DESCRIPTION**

**POSITION TITLE:**      **Geographic Information Systems Technician  
(Temporary)**

**DEPARTMENT:**        **Finance**

**REPORTS TO:**         **IT Manager**

**DATE:**                **August 2015**

**SALARY RANGE:**       **\$47,746 - \$59,924**

**DESCRIPTION**

The Geographic Information Systems Technician provides mapping and technical support to city staff. This position is under the direct supervision of the IT Manager. This position is scheduled to work approximately 40 hours per week and is expected to last less than 5 months. This is an FLSA non-exempt position and is eligible for overtime compensation.

**ESSENTIAL JOB FUNCTIONS**

Geographic Information Systems Mapping:

- Performs GIS tasks, which may include data collection, attributing, digitizing, data conversion, editing GIS datasets, obtaining data from various sources/organizations, creation of metadata, map production, development of mapping templates and other GIS products.
- Performs required field work using GPS to locate, inventory and evaluate the City's infrastructures including stormwater network to ensure compliance with NPDES.
- Performs other duties as assigned.

**CANDIDATE QUALIFICATIONS**

**Knowledge of:**

- Basic principles of Geographic Information Systems (GIS).
- ArcGIS 10 software.
- Spatial Modeling.
- Basic drafting practices.
- Basic planning principles
- Excel software preferred.
- AutoCAD software optional.

**Demonstrated ability to:**

- Perform research and assist in spatial analysis and evaluation of GIS data.
- Enter accurately spatial data using ArcGIS.
- Begin and complete a variety of GIS projects.
- Verify, edit and update GIS spatial databases.

- Develop map and graphic resources.
- Ability to focus on routine, repetitive and detail oriented work.
- Plan, organize and complete work to meet deadlines with a minimum amount of supervision.
- Maintain neat and orderly computer and paper files.
- Understand and follow oral and written instructions.
- Communicate effectively and professionally both verbally and in writing.
- Establish and maintain positive, effective working relationships with supervisors and coworkers.
- Read and interpret engineering construction plans and perform basic mathematical computations.

**Education and Experience:**

- At least one year of college level courses or technical training in GIS or related field, or any combination of experience, education and training that would provide the level of knowledge, skills, and abilities required.
- Minimum of 1 year municipal experience, specifically with Storm Water Maintenance (SWM) inventory and infrastructure.
- Basic computer skills.
- Experience using ArcGIS 10.x software.
- Excel software experience preferred.
- AutoCAD experience preferred.

**Special requirements:**

- Successfully completed a GIS certificate program from an accredited academic institution.
- Valid Washington Driver's License or the ability to obtain one by start of employment.
- Must be insurable by the City's insurance carrier.

**Physical requirements:**

- This position will work primarily in an office environment with some trips to construction sites, roadways or drainage facilities to collect data or perform minor inspections.
- Office environment-walking, standing, and lifting records, boxes and objects up to 40 pounds; fine motor skills; auditory, verbal and visual ability.
- Outdoors environment-ability to negotiate safely in a traffic environment or the rough terrain of a construction site.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.